

**APPROVED October 22, 2008**

The meeting came to order at 7:00 PM. Budget members present were Chairman Charles Kimball, Doug McElroy, Mike Nygren, Andy Kohlhofer, Rich Violette, School Board Representative Peg Pinkham, Selectmen Donald W. Gates, Jr., Town Administrator Heidi Carlson and Recording Secretary Jeanne Nygren.

Kimball read through tonight's meeting agenda which includes the Town Treasurer, Parks and Recreation Department and Fire Department Head Richard Butler in a follow up of the Fire Rescue budget.

Pinkham handed out a copy of the literature that she had emailed to the Budget Committee members and Recording Secretary on October 3, 2008. Below are the contents of this handout:

Budget Committee Report  
September 24, 2008  
Respectfully Submitted by Peg Pinkham

The Fremont Budget Committee met on September 24, 2008 at 7:00. As there was little town business to review focus was on identifying a list of questions to the SAU and the FSB for clarification. RSA 32:22 Review of Town Expenditures was cited in regards to the budget committee asking for and expecting timely receipt of requested information. Please see attached.

Jeanne Nygren will be sending out an updated list of questions to the SAU and will copy all FSB members. Many of these questions have been previously requested and it was "strongly" noted the multiple times these requests for information have been made and the lack of timely response in providing the information to the budget committee. These are the questions as defined to me last evening.

- 1) Request for the final tuition figures and tuition amount per student paid in the 2007 – 2008 fiscal year. Also, the final tuition figure (as we currently understand it) for the 2008-2009 fiscal years and any tuition total paid year to date (2008-2009) fiscal year.
- 2) Request for monthly expenditure update. When should the budget committee expect to see these?
- 3) Specifics on Special Ed personnel contracts as pertaining to: a) who are the contractors or vendors? b) What were they each paid? c) How many individuals were serviced by each contractor? This is to address 2007-2008 fiscal expenditures and 2008-2009 current expenditures and projected expenditures.
- 4) The # of IEPs for specific services provided (in house staff) and the # of children serviced by said staff.
- 5) A listing of staff (budget committee is in receipt of this already), the individual salary of each staff member, and the cost of benefits per staff member.
- 6) Mandated expenditures must be denoted or marked in some way on expenditure forms and the mandate that requires these services and/or products noted. This request is for expenditures made in the 2007-2008 budget season, for current on-going expenditures, and should be noted in our upcoming budget for 2009-2010. According to several of the budget committee members present

Annmarie said this is already done? I don't recall hearing this. This request applies to all federal and state mandates.

7. A request for the daily number of students riding the late bus to be submitted to the bud COM at the end of each month. An additional question posed is how we (FSB) plan to seek financing for this next year. Will it be raised via a warrant article or will it be placed in our regular budget?
8. Where exactly (which line item, how much from each if multiple lines used) was the money taken from that covered the rent for the SAU offices in the 2007-2008 budget

Answers provided:

Subject: Re: Bud COM questions

Answers to the question from the Budget Committee

1. Tuition rate \$11,615.82 regular education plus \$5031.71 additional for special education

Total tuition bill paid \$ 2,069,465.90 to Sanborn Regional School District

2. Monthly expenditure update will be first reviewed by our School Board at their first meeting of each month and then forwarded to the Budget Committee.

3, 4, 5 & 6 are a part of our upcoming budget and will be presented at the budget meeting on Nov. 12th.

7. a. As soon as we start getting this information from the bus company and our board reviews it. This information will be passed along to the Budget Committee.

b. The second part of this question - Warrant Article or in regular budget? The Board needs to discuss this.

8. Repair of equipment & repair of grounds

If you have any questions, just give me a call.

Annmarie

#### **4150- TREASURER BUDGET**

Kimberly Dunbar started to go through her proposed 2009 budget for the Budget Committee. Total proposed \$7641.00 total.

For the projected revenue income Dunbar charges a \$2.00 maintenance fee for escrow and bond accounts for a total income of \$960.00. With this figure calculated into her budget this makes a difference of only \$115.00 from 2008 to 2009 budgets final total.

4150-035-Treasurers Salary-\$6600.00-increase of \$50.00 per month

4150-037-FA Deputy Treasurer Stipend-\$250.00-increase of \$50.00 yearly

4150-038-FA Treasurer Supplies-\$600.00-No change. Supplies, software and 2/3 of internet costs.

4150-039-FA Treasurer Dues and Conferences-\$50.00 no change

4150-050-FA Treasurer Mileage-\$110.00-increase to reflect increase in mileage at .48 for 2009.

4150-053 FA-Treasurer Postage-\$31.00-increase to reflect the postal increase from .42 to .45 in May of 2009.

Kohlhofer asked if she got her new computer. Dunbar said she did which was a total of almost \$700.00. The \$450.00 was reimbursed from the 2008 budget and she did an amortization plan to refund the Town in case she is not re-elected or does not seek election as Town's Treasurer. Pinkham asked if she needed any software. Dunbar said she needs to update hers and said that she did buy Microsoft Office. Kohlhofer said last year when they discussed the purchase of a computer for her, it is owned by the Town.

Kohlhofer asked if she had no money in her equipment line for 2009. Dunbar said no this was a one time purchase for the computer. Dunbar will have money to update her software and she can use the Town's Norton antivirus license. Pinkham suggested other discount avenues for her to consider. Kohlhofer asked how many accounts she keeps yearly. Dunbar said at Citizen's Bank there are liquid savings accounts that she put deposits into. There also is a money market account for all deposits made by Town Clerk, Tax Collector, and the Town Administrator. She has a NOW account which is used for all the Town checks. Conservation Commission has one checking account. Escrow accounts there are currently 58 separate accounts. Conservation has 3 accounts, a Current Use, budget residual account and an Open Space account. School impact fees are also escrowed. Usually on June 30th all the accounts are closed. Each month these accounts have to be reconciled. Dunbar has to reconcile the three Town accounts with each department monthly as well as at the end of the year.

Nygren asked how much has been borrowed? Dunbar said line of credit is about \$3,500,000.00 after tomorrow she will have \$600,000.00 to last through December 31st of this year. Nygren asked what does it cost in interest for a year? Dunbar expressed to the Committee she has asked to borrow money and the bank has a formula for what she can borrow. Nygren said he thought you can only borrow 9.6% of your revenues. Nygren asked if taxes were collected twice a year, would she still have to borrow. Dunbar said yes but not as much money and not for as long a period. Dunbar has talked about this with the Tax Collector and this would have to be a warrant article and be passed by the Town voters. Gates said maybe the first might be more expensive, but after that time goes by, maybe twice a year might work out. The possibility of setting up debit accounts was tossed around for taxpayers to pay monthly on their account and not have such a large bill.

Nygren said before considering putting on a warrant article there needs to be more investigation and list the positive sides to this. There also needs to be a cost analysis done by the Tax Collector.

Kohlhofer asked Dunbar about the impact fees and can they use that account's funds?

Pinkham said when projections are done; they don't have the impact fees to include as incoming revenue. Dunbar sends the School Board a report each month of these impact fees to keep them informed.

Nygren asked Dunbar to give the figures he asked for on the interest the Town has to pay each year due to lack of cash flow. Dunbar stated she has borrowed 8 times so far this year.

With no further questions for Dunbar the Budget Committee thanked her and she left the meeting at 7:27 PM.

Carlson handed out the Park & Recreation Budget and the Selectmen's recommendation.

A suggestion to go through the minutes of the October 1, 2008 meeting was made by McElroy. A motion to approve these minutes was made by McElroy, seconded by Nygren. The vote was unanimously approved.

#### **4220-FIRE RESCUE DEPARTMENT**

At 7:40 PM Richard Butler came into the meeting with follow up rationale of the Fire Rescue Department Budget. He handed out papers for the Budget Committee. He gave an overview of what is being spent and what line item they are coming out of. One item that is not listed was 28 inch high traffic cones that are a new requirement. Nygren asked if all this has been ordered on the sheet. Butler said they have to buy new extinguishers after the recent inspection that wasn't expected.

4220-003-New Equipment, SCBA update \$4800.00, brackets for fire extinguishers \$125.00, brackets for chock blocks \$45.00, Class D fire extinguishers \$375.00.

4220-006-PR. Material; Fire Prevention materials \$650.00

4200-007-Protective Gear and Uniforms; new safety vests due to new mandate \$1550.00, 3 sets of new gear \$7500.00

4220-009-Communications; software to program pagers, mobile radios and portables \$1200.00, 4 new pagers \$1600.00, batteries for pagers and portables \$750.00

4220-104-Hydrant & Cistern Maintenance-repair to Main Street Well House pipes unknown cost.

4220-105-Equipment Maintenance; SCBA testing, SCBA cylinder testing, Fire extinguisher testing.

4220-107-Equipment Repairs; PM Service on 5 vehicles, battery replacement on 2 trucks \$1200.00, front tire replace on T-4.

4220-403-New EMS Equipment; purchase new oxygen bottles \$575.00, Sharps Containers \$75.00. Pulse Oximeter \$390.00

4220-309-Special Details; Grass Drag Weekend October 10, 11, & 12, approximately \$2500.00

Butler asked if there were any questions and left the meeting at 7:55 PM.

Carlson copied article of the information listed under old business and she will pass this information out after the Park and Recreation Budget has been gone through. The Police Department budget training line was being charged wrong and adjustments have been made into the correct accounts. What was found someone's wages were charged wrong. She won't have the Selectmen's recommendation ready until the Selectmen review the Police Department budget again and the Police Department is scheduled for next week on the agenda with the Budget Committee.

Kohlhofer asked if the legal question that was asked to Carlson regarding obtaining information about the Conservation Commission/Open Space in RSA 32 and 33 last week had any further data. Carlson said she hadn't had time to research that information.

At 8:00 PM Jon Benson came into the meeting to present the Parks and Recreation Departments budget. Three members were present tonight Jon Benson, Renee King, and Nicole Cloutier.

Gates left the meeting for a short interim from 8:15 PM to 8:45 PM.

#### **PARKS AND RECREATION- Total request \$63,537.00**

4520-001 Wages-\$25,815.00-six week's camp Monday through Friday, with before and after camp hours if needed. The cost is \$90.00 for a week. CIT program pays a reduced rate to a counselor in training and they get evaluated at the end of the week. This program is to try to prepare counselors for the future. Pinkham asked about the wages vs. revenue. King explained there was a low enrollment this year. The staff is not kept on if the enrollment is not there. There was a rotating basis of a day off for a counselor when the enrollment is low in 2008. Kohlhofer asked is there a required ratio. King said they try to keep

it 6 to 1 because at one of their outings they go to the beach. Kohlhofer wanted to know what an average week's attendance was. King said 15 to 17 and up to 22. McElroy asked are they expecting to keep the fee the same. The Director tries to get donations.

King then talked about the Pre buying of tickets in November for the Rex Sox game. \$7,500.00 is to buy into the group rate. This will be for 2009 and 2010 tickets. This is broken down to about \$65.00 a ticket. You are going to be picked up by bus at the Complex. One trip tickets are in the family section and one is in the bleacher section. Sandown does this program and pre sells the tickets early so you can give them for Christmas gifts. Carlson said the Red Sox game tickets for \$7,500.00 was the only thing not recommended by the Selectmen. The Selectmen felt the cost of a ticket would be cost prohibitive for a family. King thought there would be no problem to get rid of the tickets even if the Town didn't take advantage of this program because they are in demand. King said the Parks and Recreation was trying to do something different to accommodate other age groups and not just the young children. Pinkham asked how many showed up for the movie. King said approximately 10 people and felt that having to postpone this event due to rain had an impact on the attendance.

Kohlhofer asked if they were putting a warrant article for the track and he asked to know what needed to be done. Benson said the track was not properly done to begin with and was done with stone dust and there is no track anymore due to grass overgrowth. They would eventually want to put a new track, but the drainage needed to be addressed first. Nygren asked what the cost was to have this drainage problem fixed. Benson said bids have come in at \$6700.00 and the engineer evaluated the drainage problem. Benson needs to get these figures back to the Budget Committee. Nygren asked what is the projected cost for correction. King thought maybe to start having some money put into Capitol Reserve and maybe have \$10,000.00 or \$15,000.00 put in and then they don't have to ask for such a large amount when the time comes to put the track in.

4520-002 Summer Programs-\$2550.00

4520-003 Bus Rental-\$3500.00

4520-004 Field Maintenance-\$25,292.00

4520-008 Administration-\$480.00

4250-009-Town Events-\$10,900.00-Easter Egg Hunt \$800.00

4520-011-Field Trips-\$3000.00

4520-020 Play Group-\$400.00

4520-102 Electricity-\$1600.00

McElroy asked what the vandalism cost this year. Benson said about \$1000.00. King said this is better than the year before. Benson said the vandalism usually starts before the snow comes.

Kimball suggested to put the salary at the top.

With no other questions for the Parks and Recreation Department the Budget Committee thanked Benson, King and Cloutier for coming into the meeting tonight. They left the meeting at 8:50 PM.

## **OLD BUSINESS**

Carlson handed out the Trending sheet and Monthly expenditures sheets to the Budget Committee. She also provided the Committee with Basic Laws of Budgeting update by the New Hampshire Local

Government Center and the budgets of the Departments to be presented next week. The Police Department budget and Animal Control budget for next week

**4150-FINANCIAL ADMINISTRATION**

Carlson then went over a few residual line items under 4150.

4150-100-Budget Committee Expenses \$270.00 Advertising \$250.00 (two public hearing notices) photocopying \$100.00 and postage \$60.00

4150-101 Budget Committee Clerical-18 meetings using 8 hours a meeting. \$1900.00 may need to revisit this line item and the dollar amount.

4150-204-TF Trust Fund Expenses-\$75.00-miscellaneous office supplies, ink printer cartridges for the Trustee of the Trust Funds.

4150-240-TF Trustee of Trust Fund Stipend-\$625.00. Chair \$375.00 and 2 members @ \$125.00

4150-344-Audit-\$6250.00-Contract price for Professional Audit (three year contract entered in 2005 for FY 2006-2008) dependent on annual funding.

With no other issues or discussions at hand a motion to adjourn the meeting at 9:00 PM was made by Kohlhofer, seconded by Nygren. The vote was unanimously approved.

Respectfully submitted,

Jeanne Nygren  
Recording Secretary